

# Ballybeg Community Development Project Ltd

## Job Description for the Position of Production Assistant (C.E)

<b>Title;</b>	Production Assistant
<b>Place of Work;</b>	The Ballybeg Greens, Ballybeg Community Development Project, The Parish Centre, Ballybeg
<b>Hours of Work;</b>	19.5 hours per week (times to be arranged with Horticulture Coordinator/CE Supervisor)
<b>Reporting to;</b>	Horticulture Coordinator.
<b>Job Overview;</b>	The main aim of the position is to assist Ballybeg Greens in realising its business development plan as agreed by the Board of Management of Ballybeg Greens Ltd.

### Duties;

- Assist with garden and tunnel operation which includes seeding, planting, fertility, care, harvest, handling, irrigation, crop rotation and upkeep.
- To assist with the planting and routine care of items for sale within the garden centre; shrubs, bedding plants, vegetables, hanging baskets etc., and work to a specific planting plan
- To assist with the maintenance of the garden site in general specifically; weeding, pruning, staking and dead-heading.
- To assist with the care and maintenance of stock within poly-tunnels
- To assist with specific produce schemes developed by Ballybeg greens that relate to restaurants, Harvest Festival etc.
- To work to the production plan and ensure production plan activities are continually monitored and recorded.
- To attend weekly planning meetings of the overall Horticulture Project
- To be constantly vigilant against all types of stock loss, i.e. waste, theft, breakage, etc.
- To have proper regard for all Company property and equipment and report all faults that may occur.
- The nature of Ballybeg Greens and its small team is such that flexibility is paramount and this requires the post holder to cover for others if necessary and to also work some weekends.
- To undertake any other duties that may reasonably be requested appropriate to the job.
- The ability to work in a safe and responsible manner in accordance with the organisations Health and Safety Statement thus ensuring the safety of both the public and employees of the Project in addition to your own personal safety.

### Personal Requirements

- The ability to work as part of a team and take direction
- The ability to undertake manual and sometimes heavy work
- Good communication skills and an ability to deal with members of your team.
- A knowledge of key garden skills such as propagation
- An interest in horticulture

As this position is funded under the Community Employment Scheme eligibility will apply.

***Ballybeg CDP is a Company Limited by Guarantee and has charitable status. Ballybeg Greens is a not for profit community business of Ballybeg CDP.***